

# Vocational Rehabilitation Counselor and Vocational Rehabilitation Counselor-In Training

[Vocational Rehabilitation Division](#)

**Job Announcement Code: 15-00924**

[Printable Job Announcement](#)

## Deadline

Open

## Salary Information

The Vocational Rehabilitation Counselor In-Training position is in Pay Schedule and Range 12-64, (\$16.08 - \$27.87 per hour). The Vocational Rehabilitation Counselor position is in Pay Schedule and Range 12-63, (\$19.19 - \$35.44 per hour). Pay upon transfer, demotion, or reinstatement is based on the compensation rules applicable to the transaction. A 12-month probationary period is required for these positions.

## Introduction

Join the Department of Workforce Development for the opportunity to help build the workforce to move Wisconsin forward!

The [Division of Vocational Rehabilitation](#) is currently recruiting individuals with a background in professional counseling to provide counseling and vocational support to persons with disabilities. Individuals interested in developing and strengthening counseling skills and gaining supervised counseling hours are encouraged to apply.

**Applicants who have taken the previous exam MUST take this new exam in order to receive consideration for future opportunities.**

## Job Duties

These positions are responsible for providing professional vocational rehabilitation counseling support. These positions participate on a team in providing direct assessment, evaluation, counseling, and appropriate guidance toward helping consumers achieve employment. Travel is required.

## Special Notes

### Vocational Rehabilitation Counselor-In-Training Position

Applicants **MUST** have (or will within 4 months) a Master's or Doctoral degree in Professional Counseling or a related field (approved as related by the WI Department of Safety and Professional Services WI DSPS); **AND** the ability to obtain a Professional Counselor Training License upon appointment.

### Vocational Rehabilitation Counselor Position

Applicants **MUST** possess a valid Wisconsin Professional Counselor license from the WI DSPS upon appointment.

### Required Knowledge, Skills and Abilities

Knowledge of:

Career counseling, assessment, and consultation services principles and techniques

Rehabilitation services and resources

Medical, functional, and environmental implications of disability

Physical and mental impairments and their relation to vocational and social adjustment

Principles, methods, and techniques of vocational rehabilitation counseling

Federal and state laws, rules, regulations, policies and procedures relating to Vocational Rehabilitation

Rehabilitation technology

Ability to:

Effectively interact with a variety of individuals

Work effectively in a team setting

Use a personal computer and office software

Skills in:

Effective communications, both orally and in writing

Juggling daily work demands to meet expectations

### Special Qualifications

The minimum requirement for these positions is the possession of a Masters degree in Professional Counseling or an approved equivalent area. The VRC-In Training position requires possession of a Professional Counselor Training license from the Wisconsin Dept. of Safety and Professional Services upon appointment. The VRC position requires possession of a WI Professional Counselor license upon appointment. The incumbent must obtain a Professional Counselor License within four years of hire.

### Background Check

Due to the nature of this position, a criminal background check may be conducted prior to making an offer of employment.

### How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Once you log-in and click "apply now" to this recruitment you will be asked to provide your personal information, attach a resume and letter of interest (please combine your letter of interest and resume as one document and upload that as the "resume") and then answer 2 questions. Your responses/qualifications will be evaluated and verified and eligible candidates will be invited to participate in the selection process when opportunities become available that match their county preferences.

The hiring lists created from this announcement and subsequent job announcements published utilizing scores from this recruitment will be used to fill positions across the state that may include Project or Limited Term positions.

